

# **OCCUPATIONAL OUTLOOK**

## **MENDOCINO COUNTY**

**1995**

PREPARED BY THE

MENDOCINO PRIVATE INDUSTRY COUNCIL INC.

# **OCCUPATIONAL OUTLOOK:**

## **MENDOCINO COUNTY**

### **1995**

*A PRODUCT OF THE CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM*

Sponsored by:

Mendocino Private Industry Council Inc.,  
State of California Employment Development Department,  
California Occupational Information Coordinating Committee

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# **CHAPTER 1**

## **INTRODUCTION**

## INTRODUCTION TO OCCUPATIONAL SUMMARIES

The information presented here was collected and analyzed as a function of a partnership between state and local agencies. Staff of the Mendocino Private Industry Council Inc., with assistance from the California State Employment Development Department (EDD), prepared this report. Questions regarding this report should be directed to the Mendocino Private Industry Council, Inc. (MPIC).

Information in the Occupational Summaries portion of this report applies specifically to Mendocino County. The occupations presented were selected for study by local users of occupational information. Not all occupations included are suitable for training at this time. The Supply/Demand statements must be weighed before training decisions are made. Omission of an occupation from this report does not imply that training for that occupation is not appropriate at this time.

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions	Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.
Program Planning	This report provides local planners and administrators with employment and training data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.
Curriculum Design	Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.
Economic	Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.
Program Marketing	Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.
Human Resource Management	Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

## Following are descriptions of each section of the Occupational Summaries :

### Definition of Occupation:

The titles and definitions are based on the Occupation Employment Statistics (OES) dictionary published by the Bureau of Labor Statistics, updated for California as of July 1993.

### Occupational Data :

**Estimated Employment, Projected Job Growth and Separations:** Statistics provided by the Employment Development Department, Labor Market Information Division's projection tables.

**Employment Trends:** Unless otherwise noted, the expected annual growth rate of each occupation is projected to five years in the future. However, it is important not to over emphasize this growth factor. The growth rates are based on data from the Mendocino County Projections of Employment 1993 - 2000, available from the Employment Development Department. The average expected growth rate for Mendocino County is 13.0%. The terms used to describe the expected growth rate for each occupation are defined as follows:

Much faster than average - 19% or more

Faster than average - 15% to 18%

Average - 12% to 14%

Slower than average - 11% or less

No significant change or remain stable

Decline

**Size of Occupation:** This term is used for a particular occupation as it relates to its estimated number of workers in the county. Occupational size in Mendocino County is measured using the following scale:

Small = 41 or less

Large = 86 - 187

Medium = 42 - 85

Very Large = 188 or more

**Wages:**

The wage data enables comparison of salaries across occupations in salary range and median wage. The data are not intended to represent official prevailing wages. The ranges are based on employer surveys, with extreme answers excluded.

- New Hires, no experience        -        The wages of persons trained but with no paid experience in the occupation.
- New Hires, experience        -        The starting wage paid to journey-level or experienced persons just starting at the firm.
- Experienced, after 3 years        -        The wages generally paid to persons with three years' journey- level experience at the firm.

**Benefits:**

Non wage benefits offered to employees in the occupation.

**Hours:**

The hours represent a typical workweek.

**Supply/Demand Assessment:**

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. The terms used in describing the local supply/demand situation found in the area currently are defined as:

- Very Difficult        -        Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
- Somewhat Difficult -        Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
- A Little Difficult -        Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.
- Not Difficult        -        Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

**Recruitment Resources:**

This lists the ways employers recruit for new employees in this occupation.

**Job Entry Skills, Training, Experience and Other Requirements:**

This indicates certification, licensing requirements (if any), education, training and experience requirements, and job skills or other qualifications that are required or preferred according to those employers surveyed. When reference is made to most, many, or some, the following guidelines apply

Most employers	more than 50% of the survey respondents;
Many employers	35%- 50% of the survey respondents;
Some employers	10% but not including 35% of the survey respondents;
Few employers	less the 10 %

**California Occupational Guides:**

Published by the Employment Development Department, Labor Market Information Division. The guides have California-specific information and describe a single occupation or occupational field. They provide a general job description that includes job duties; working conditions; employment outlook; wages, hours and fringe benefits; entrance requirements and training; advancement opportunities; hints on finding the job and additional sources of information. Currently there are over 350 different occupational guides, covering almost 1,000 jobs. Guides are updated approximately every three years.

**DOT Codes:**

Provides the code, title and trailer definitions from the Dictionary of Occupational Titles (published by the Department of Labor) that relates to the occupation.



## **CHAPTER 2**

# **PROGRAM METHODOLOGY**

## STATEMENT OF PROGRAM METHODS

### Occupational Selection:

The following process was used to select the occupations to be included in this study. Initially criteria were identified by the Mendocino Private Industry Council staff to narrow down the list of occupations to be studied. The criteria were:

That the occupation must be defined by the OES classification system;

That the occupation must require training for entry;

That the occupation typically require two years or less of training;

That the potential salary level was \$5.00 per hour or more;

That there be a substantial number of projected job openings in the county, or a need has been established for information on a changing industry;

That the occupation have a substantial employment base in the county or a need has been established for information on a changing industry;

For the last two criteria occupational projection tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present and future employment by occupation and projected job growth rates for occupations in Mendocino County. Using these tables, occupations that showed a strong projected growth rate and/or large occupations that were expected to have a sizable number of replacement needs were selected.

A preliminary list of occupations was developed. This list was reviewed by vocational program operators, educational institutions, labor representatives, economic development organizations, social service organizations and rehabilitation organizations. From the input of these organizations, occupations were dropped and others added and a final list of occupations to be studied was selected. Each occupation was then clearly defined to ensure that the information collected pertained to the appropriate occupation.

### Definition Of Occupation :

An occupation is the name or title of a job that identifies the various activities and functions of a worker, i.e., occupations represent what workers do. The method for classifying jobs used in this report is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries.

**Survey Sample Collection:**

After the occupations were selected and defined an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification Manual. There are nine major industry groups which contain detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they produce.

EDD staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. For example, a registered nurse would generally work for a firm classified in the health services category, whereas a secretary may be scattered across several industries--health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by MPIC staff and employers were added and deleted, as appropriate, to obtain a sample of 30 employers, except for the occupations where 30 employers could not be found in Mendocino County.

**Questionnaire Development:**

A questionnaire was developed for each of the occupations by EDD. This year a standard questionnaire and a list of skills was used for all occupations. (See attached 2-4)

**Survey Procedures:**

MPIC used the following survey procedures:

Staff began by attempting to obtain phone numbers for each employer on the finalized list of employers proposed for the study. This involved use of the telephone book and the City Directory. Many employers were eliminated from the list at this time because they were no longer in business, or a local address or phone number could not be verified.

Often employers were called to verify company name and address, verify the existence of the occupation at the company, obtain the name of a contact person, describe the study, and encourage participation. Employers were eliminated from the list at this point if they did not employ in that occupation.

## **Survey Procedures (cont.): -**

Questionnaires were then mailed out to the employers.

Employers not responding within a stated response time were contacted by phone to encourage them to return the questionnaire and were given the opportunity to complete the questionnaire by telephone, if preferred, at that time or to be called back at a time they designated.

- All surveys were reviewed by the LMI coordinator to monitor accuracy and completeness. Employers were contacted if the answers were unclear or conflicted with other answers or information obtained about the occupation.

In addition to contacting employers, the MPIC staff gathered information from training providers to learn more about a specific occupation.

## **Tabulations and Results:**

The survey responses were entered into a data base and tabulations were generated on computer software provided by EDD, with the exception of skill data. From those tabulations the data were analyzed and the final occupational summaries were prepared by MPIC staff. Each occupational summary provides information on training and hiring requirements, size of occupation, employment trends, supply/demand assessment, wages and benefits, and other information. Specific employer information is and will remain strictly confidential.

## **CHAPTER 3**

# **ALPHABETICAL LIST OF OCCUPATIONS**

## ALPHABETICAL LIST OF OCCUPATIONS

OCCUPATION	PAGE NUMBER
Accountants and Auditors	4 - 1
Bartenders	4 - 2
Butchers and Meat Cutters	4 - 3
Dental Hygienists	4 - 4
Dietetic Technicians	4 - 5
Driver/Sales Workers	4 - 6
Industrial Production Managers	4 - 7
Janitors and Cleaners - Except Maids and Housekeeping Cleaners	4 - 8
Loan and Credit Clerks	4 - 9
Opticians - Dispensing and Measuring	4 - 10
Paralegal Personnel	4 - 11
Pharmacy Technicians	4 - 12
Plumbers, Pipefitters, and Steamfitters	4 - 13
Registered Nurses	4 - 14
Stock Clerks - Sales Floor	4 - 15
Stock Clerks - Stockroom, Warehouse, Storage Yard	4 - 16
Substance Abuse Counselors	4 - 17
Teachers - Special Education	4 - 18
Veterinary Technicians and Technologists	4 - 19

## **CHAPTER 4**

# **OCCUPATIONAL OUTLOOK TABLES**

**ACCOUNTANTS AND AUDITORS**

Accountant and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data. OES 211140

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	147	Large	Job Growth	24
Separations	20		Growth Rate	19.5%
				Much faster than average

**WAGE SUMMARY**

Employee Type	Low	Median	High
New Hires - No Experience	\$ 5.50	\$ 9.50	\$ 13.50
New Hires - Experienced	\$ 7.00	\$ 9.95	\$ 19.50
Experienced 3 Years with Firm	\$ 9.50	\$ 12.50	\$ 30.00

**BENEFITS**

Most firms offer full time employees paid vacation, paid sick leave, medical, dental, vision and life insurance. Some offer retirement plans. Some offer part time employees paid vacation and paid sick leave.

**HOURS**

Full Time	82%	Temporary/On Call	3%
Part Time	15%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and it is a little difficult to find inexperienced qualified applicants.

**GENDER**

Female	76%	Male	24%
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**RECRUITMENT**

Most firms recruit via newspaper ads. Many use the Employment Development Department. Some use employees' referrals, private employment agencies, or in-house promotion or transfer.

**MAJOR EMPLOYING INDUSTRIES:**

Local Government, Lumber, Accounting/Bookkeeping

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
English grammar and spelling skills	2.9	Willingness to work weekends	2.3
Verbal communication skills	2.9	Willingness to work overtime	2.2
Basic math calculations	2.9	Willingness to work nights	1.7
Work as part of a team	2.9	Willingness to work part time	1.7
Work independently	2.8	Willingness to work on-call	1.6
Writing skills	2.7	Work temporary or seasonal	1.5
Perform routine, repetitive work	2.6	Participate in drug testing	1.5
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Sit continuously for 2 or more hours	2.7	Attention to detail	3.0
Ability to lift at least 10 lbs	1.9	Problem solving skills	2.9
Pass pre-employment medical exam	1.6	Record keeping skills	2.9
Ability to lift at least 50 lbs	1.1	Organization/time mgmt. skills	2.9
Do strenuous, physically demanding work	1.1	Work under pressure	2.9
Ability to lift at least 100 lbs	1.0	Ability to handle crisis situation	2.6
Stand continuously for 2 or more hours	1.0	Supervisory skills	2.3
		Plan/organize the work of others	2.3
		Good DMV driving record	1.7
		Multi-cultural familiarity	1.5
		CPR and first aid techniques	1.4

**EDUCATION**

Many recent hires have a bachelor degree. Some recent hires vary in education level from high school education or equivalent to an associate degree.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	73%	20%	7%	0%
Training Substituted for Exp.	0%	7%	66%	27%

Firms requiring experience prefer an average of two years experience in this occupation. A few firms require up to five years in related experience.

**COMPUTER SOFTWARE SKILLS PREFERRED**

Word Processing	100%	Spreadsheet	91%
Data Base	45%	Excel	18%
Desktop Publishing	0%	Accounting Software	18%

CA OCCUPATIONAL GUIDE	1	ACCOUNTANT	
DOT CODES	160.162-018	Accountant	GOE 11.06.01 STRENGTH S GED R5 M5 L5 SVP 8
	160.167-054	Auditor	GOE 11.06.01 STRENGTH S GED R5 M5 L5 SVP 8



**BARTENDERS**

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes. OES 650050

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	114	Large	Job Growth	1
Separations	27		Growth Rate	0.9%
				No significant change

**WAGE SUMMARY**

Employee Type	Low	Median	High
New Hires - No Experience	\$ 4.25	\$ 7.57	\$ 7.50
New Hires - Experienced	\$ 4.50	\$ 6.25	\$ 7.50
Experienced 3 Years with Firm	\$ 5.00	\$ 7.38	\$ 9.50

Some employees also receive tips/commissions.

**BENEFITS**

Most firms offer full time employees paid vacation. Some offer paid sick leave, medical, dental, vision and life insurance. Many offer part time employees paid vacation and paid sick leave. Some offer medical, dental and life insurance.

**HOURS**

Full Time	36%	Temporary/On Call	2%
Part Time	62%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is very difficult to find experienced qualified applicants and inexperienced qualified applicants.

**GENDER**

Female	52%	Male	48%
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**RECRUITMENT**

Many firms use employees' referrals and newspaper ads, Many use in-house promotion or transfer or the Employment Development Department. Some hire unsolicited applicants public school/program referrals.

**MAJOR EMPLOYING INDUSTRIES:**

Restaurants and Bars

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important 1, Not Important

BASIC SKILLS		FLEXIBILITY	
Work independently	3.0	Willingness to work nights	3.0
Work as part of a team	3.0	Willingness to work weekends	3.0
Perform routine, repetitive work	3.0	Willingness to work part time	2.7
Verbal communication skills	3.0	Work temporary or seasonal	2.5
Basic math calculations	2.5	Willingness to work overtime	2.3
Writing skills	2.3	Willingness to work on-call	2.3
English grammar and spelling skills	1.6	Participate in drug testing	1.5
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Stand continuously for 2 or more hours	3.0	Ability to handle crisis situation	2.9
Ability to lift at least 10 lbs	2.8	Ability to work under pressure	2.7
Do strenuous, physically demanding work	2.3	Attention to detail	2.6
Ability to lift at least 50 lbs	1.9	Problem solving skills	2.5
Sit continuously for 2 or more hours	1.6	Organizational/time mgmt skills	2.4
Pass pre-employment medical exam	1.6	Record keeping skills	2.3
Ability to lift at least 100 lbs	1.0	Multi-cultural familiarity	2.2
		Supervisory skills	1.9
		CPR and first aid techniques	1.6
		God DMV driving record	1.6

**EDUCATION**

Most recent hires have a high school education or equivalent. Some have some college but no degree..

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	6%	68%	13%	13%
Training Substituted for Exp.	13%	13%	68%	6%

Firms requiring experience prefer one year experience in this occupation.

CA OCCUPATIONAL GUIDE	31	BARTENDER	
DOT CODES	312.474-010	Bartender	GOE 09.04.01 STRENGTH L GED R3 M2 L3 SVP 6

**BUTCHERS AND MEAT CUTTERS**

Butchers and Meat Cutters cut, trim, and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. Does not include butchers working in slaughtering. OES 650230

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	81	Medium	Job Growth	3
Separations	15		Growth Rate	3.8%
				Slower than average

**WAGE SUMMARY**

Employee Type	Union			Non-Union		
	Low	Median	High	Low	Median	High
New Hires - No Experience	7.00	8.88	14.50	5.25	7.57	8.75
New Hires - Experienced	7.00	11.94	15.00	5.50	6.25	13.75
Experienced 3 yr with Firm	15.00	16.00	16.25	7.50	7.38	16.25

**BENEFITS**

Most firms offer full time employees paid vacation, paid sick leave, medical, dental, vision and life insurance. Many offer retirement plans. Some offer part time employees paid vacation, paid sick leave, medical, dental, vision and life insurance and retirement plans.

**HOURS**

Full Time	75%	Temporary/On Call	7%
Part Time	18%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is very difficult to find experienced qualified applicants and it is somewhat difficult to find inexperienced qualified applicants.

**GENDER**

Female	24%	Male	76%
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**RECRUITMENT**

Most firms use employees' referrals and in-house promotion or transfer. Many hire unsolicited applicants. Some use the Employment Development Department or newspaper ads.

**MAJOR EMPLOYING INDUSTRIES:**

Grocery Stores, Meat Markets

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Work independently	3.0	Willingness to work weekends	3.0
Work as part of a team	3.0	Willingness to work part time	2.5
Perform routine, repetitive work	3.0	Willingness to work overtime	2.5
Verbal communication skills	2.9	Willingness to work nights	2.3
English grammar and spelling skills	2.7	Participate in drug testing	2.3
Basic math calculations	2.7	Willingness to work on-call	2.1
Writing skills	2.6	Work temporary or seasonal	1.7
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 10 lbs	3.0	Attention to detail	2.9
Ability to lift at least 50 lbs	3.0	Work under pressure	2.8
Stand continuously for 2 or more hours	3.0	Ability to handle crisis situation	2.7
Do strenuous, physically demanding work	2.9	Problem solving skills	2.4
Pass pre-employment medical exam	2.4	Plan/organize the work of others	2.5
Ability to lift at least 100 lbs	2.2	Organization/time mgmt. skills	2.3
Sit continuously for 2 or more hours	1.0	Multi-cultural familiarity	2.2
		Supervisory skills	2.1
		Record keeping skills	2.0
		CPR and first aid techniques	1.9
		Good DMV driving record	1.8

**EDUCATION**

Most recent hires have a high school education or equivalent. Some recent hires have less than a high school education.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	19%	31%	37%	13%
Training Substituted for Exp.	6%	19%	62%	73%

Firms requiring experience vary in their preference on experience. The average is from three months to one year experience as a butcher or two years experience as a meat cutter.

CA OCCUPATIONAL GUIDE	218	BUTCHER & MEAT CUTTER		
DOT CODES	316.681-010	Butcher - Meat	GOE 05.10.08 STRENGTH H GED R3 M2 L2 SVP 6	
	316.684-018	Meat Cutter	GOE 05.10.08 STRENGTH M GED R3 M2 L3 SVP 6	

**DENTAL HYGIENISTS**

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth. OES 329080

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	43	Medium	Job Growth	11
Separations	3		Growth Rate	34.4%
				Much faster than average

**WAGE SUMMARY**

Employee Type	Low	Median	High
New Hires - No Experience	\$ 17.25	\$ 26.00	\$ 42.00
New Hires - Experienced	\$ 17.25	\$ 31.25	\$ 43.25
Experienced 3 Years with Firm	\$ 18.75	\$ 34.00	\$ 43.25

**BENEFITS**

Many firms offer full time employees dental insurance, paid sick leave and paid vacation. Some offer, retirement plan, medical, vision, and life insurance. Most offer part time employees dental insurance. Many offer paid sick leave and paid vacation. Some offer retirement plan, medical, vision, and life insurance.

**HOURS**

Full Time	7%	Temporary/On Call	7%
Part Time	85%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and inexperienced qualified applicants.

**GENDER**

Female	89%	Male	11%
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**RECRUITMENT**

Most firms use newspaper advertisements. Many use employee referrals. Some hire unsolicited applicants or use private employment agencies, public school or program referrals or private school referrals.

**MAJOR EMPLOYING INDUSTRIES:**

Dental Offices

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important 1, Not Important

BASIC SKILLS		FLEXIBILITY	
Work independently	2.9	Willingness to work part time	2.5
Work as part of a team	2.9	Willingness to work overtime	1.9
Perform routine, repetitive work	2.9	Participate in drug testing	1.5
Verbal communication skills	2.9	Willingness to work on-call	1.3
English grammar and spelling skills	2.9	Work temporary or seasonal	1.3
Writing skills	2.5	Willingness to work weekends	1.2
Basic math calculations	1.9	Willingness to work nights	1.1
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Sit continuously for 2 or more hours	2.7	Ability to work under pressure	2.9
Pass pre-employment medical exam	1.9	Ability to handle crisis situation	2.9
Ability to lift at least 10 lbs	1.9	CPR and first aid techniques	2.9
Do strenuous, physically demanding work	1.5	Attention to detail	2.9
Stand continuously for 2 or more hours	1.3	Organizational/time mgmt skills	2.8
Ability to lift at least 50 lbs	1.1	Record keeping skills	2.7
Ability to lift at least 100 lbs	1.0	Problem solving skills	2.7
		Supervisory skills	2.1
		Multi-cultural familiarity	1.7
		Plan/organize the work of others	1.6
		Good DMV driving record	1.5

**EDUCATION**

Many recent hires have an associate degree or bachelor degree. Some recent hires have also done graduate studies.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	47%	40%	13%	0%
Training Substituted for Exp.	0%	20%	33%	47%

Firms requiring experience prefer one to two years experience in this occupation.

CA OCCUPATIONAL GUIDE	155	DENTAL HYGIENISTS		
DOT CODES	078.361-010	Dental Hygienist	GOE 10.02.02 STRENGTH L GED R4 M3 L4 SVP 6	

**DIETETIC TECHNICIANS**

Dietetic Technicians provide service in assigned areas of food service management. They teach principles of food and nutrition and provide dietary counseling under direction of Dietitians. OES 325230

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	10	Small	Job Growth	2
Separations	1		Growth Rate	25%
				Much faster than average

**WAGE SUMMARY**

Employee Type	Low	Median	High
New Hires - No Experience	\$ 7.00	\$ 7.75	\$ 8.50
New Hires - Experienced	\$ 8.50	\$ 8.50	\$ 8.50
Experienced 3 Years with Firm	\$ 8.50	\$ 9.25	\$ 10.00

**BENEFITS**

Most firms offer full time employees paid vacation, paid sick leave, medical, dental, and life insurance and retirement plans. Many offer vision insurance. Some offer part time employees paid vacation and paid sick leave, medical, dental and vision insurance and retirement plans..

**HOURS**

Full Time	86%	Temporary/On Call	14%
Part Time	0%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and it is a little difficult to find inexperienced qualified applicants.

**GENDER**

Female	100%	Male	0%
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**RECRUITMENT**

Most firms recruit via newspaper ads and employees' referrals. Some use in-house promotion or transfer or the Employment Development Department.

**MAJOR EMPLOYING INDUSTRIES:**

Hospitals and Nursing Care Centers

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Work independently	3.0	Willingness to work weekends	2.3
Work as part of a team	3.0	Participate in drug testing	2.3
Perform routine, repetitive work	2.7	Willingness to work on-call	2.0
Verbal communication skills	2.7	Willingness to work overtime	1.7
Basic math calculations	2.7	Work temporary or seasonal	1.3
English grammar and spelling skills	2.3	Willingness to work nights	1.3
Writing skills	2.3	Willingness to work part time	1.3
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Pass pre-employment medical exam	2.7	Attention to detail	3.0
Ability to lift at least 10 lbs	1.9	Work under pressure	2.7
Stand continuously for 2 or more hours	1.6	Problem solving skills	2.7
Do strenuous, physically demanding work	1.1	Record keeping skills	2.7
Ability to lift at least 50 lbs	1.1	Plan/organize the work of others	2.3
Ability to lift at least 100 lbs	1.0	Supervisory skills	2.3
Sit continuously for 2 or more hours	1.0	Organization/time mgmt. skills	2.3
		Ability to handle crisis situation	2.3
		CPR and first aid techniques	1.7
		Good DMV driving record	1.7
		Multi-cultural familiarity	1.7

**EDUCATION**

Many recent hires have a high school education or equivalent.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	33%	67%	0%	0%
Training Substituted for Exp.	0%	0%	67%	33%

Firms requiring experience prefer an average of six months to one year experience in this occupation.

CA OCCUPATIONAL GUIDE	N/A		
DOT CODES	077.124-010	Dietetic Technician	GOE 05.05.17 STRENGTH L GED R5 M4 L5 SVP 7

**DRIVER/SALES WORKERS**

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Includes newspaper newspaper delivery drivers.

OES 971170

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	78	Medium	Job Growth	9
Separations	13		Growth Rate	13%
			Average	

**WAGE SUMMARY**

Employee Type	Union			Non-Union		
	Low	Median	High	Low	Median	High
New Hires - No Experience	10.75	11.75	13.00	5.00	8.00	14.00
New Hires - Experienced	10.75	12.50	14.25	6.00	9.00	14.00
Experienced 3 yr. with Firm	16.00	17.00	17.75	7.50	10.50	15.00

**BENEFITS**

Most firms offer full time employees paid vacation, paid sick leave, medical, dental, and life insurance and retirement plans. Some offer vision insurance.

**HOURS**

Full Time	92%	Temporary/On Call	0%
Part Time	7%	Seasonal	1%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and it is a little difficult to find inexperienced qualified applicants.

**GENDER**

Female	7%	Male	93%
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**RECRUITMENT**

Most firms use employees' referrals and newspaper advertisements. Many hire unsolicited applicants. Some use the Employment Development Department, in-house promotion or transfer or word of mouth.

**MAJOR EMPLOYING INDUSTRIES:**

Retail Stores, Distributors

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Work independently	2.8	Participate in drug testing	2.6
Work as part of a team	2.8	Willingness to work overtime	2.4
Perform routine, repetitive work	2.8	Willingness to work weekends	1.9
Verbal communication skills	2.8	Willingness to work part time	1.8
Basic math calculations	2.7	Work temporary or seasonal	1.4
English grammar and spelling skills	2.3	Willingness to work on-call	1.3
Writing skills	2.1	Willingness to work nights	1.3
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 10 lbs	2.6	Attention to detail	2.9
Ability to lift at least 50 lbs	2.6	Good DMV driving record	2.8
Do strenuous, physically demanding work	2.2	Organization/time mgmt. skills	2.4
Sit continuously for 2 or more hours	2.2	Problem solving skills	2.3
Stand continuously for 2 or more hours	2.0	Work under pressure	2.3
Pass pre-employment medical exam	1.9	Ability to handle crisis situation	2.3
Ability to lift at least 100 lbs	1.5	Record keeping skills	2.2
		Supervisory skills	1.4
		Plan/organize the work of others	1.4
		Multi-cultural familiarity	1.4
		CPR and first aid techniques	1.3

**EDUCATION**

Most recent hires have a high school education or equivalent.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	7%	68%	13%	13%
Training Substituted for Exp.	7%	13%	68%	6%

Firms requiring experience prefer one year experience in this occupation

CA OCCUPATIONAL GUIDE	217	SALES ROUTE DRIVER		
DOT CODES	292.353-010	Driver - Sales Route	GOE 08.02.07 STRENGTH M GED R3 M2 L3 SVP 3	
	292.363-010	Newspaper - Delivery Driver	GOE 05.08.03 STRENGTH M GED R3 M2 L2 SVP 4	

**INDUSTRIAL PRODUCTION MANAGERS**

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications. OES 150140

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	65	Medium	Job Growth	17
Separations	6		Growth Rate	35.4%
				Much faster than average

**WAGE SUMMARY**

Employee Type	Low	Median	High
New Hires - No Experience	\$ 7.00	\$ 11.25	\$ 16.75
New Hires - Experienced	\$ 9.00	\$ 13.75	\$ 19.25
Experienced 3 Years with Firm	\$ 12.00	\$ 18.25	\$ 24.00

**BENEFITS**

Most firms offer full time employees paid vacation, paid sick leave, medical, dental, and life insurance and retirement plans. Some offer vision insurance.

**HOURS**

Full Time	98%	Temporary/On Call	0%
Part Time	2%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and inexperienced qualified applicants.

**GENDER**

Female	91%	Male	9%
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**RECRUITMENT**

Most firms recruit via newspaper ads and in-house promotions or transfers. Some use employees' referrals, private employment agencies or the Employment Development Department.

**MAJOR EMPLOYING INDUSTRIES:**

Manufacturing, Lumber, Wineries

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
English grammar and spelling skills	2.9	Willingness to work weekends	2.3
Verbal communication skills	2.9	Willingness to work overtime	2.2
Basic math calculations	2.9	Willingness to work nights	1.7
Work as part of a team	2.9	Willingness to work part time	1.7
Work independently	2.8	Willingness to work on-call	1.6
Writing skills	2.7	Work temporary or seasonal	1.5
Perform routine, repetitive work	2.6	Participate in drug testing	1.5
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Sit continuously for 2 or more hours	2.7	Attention to detail	3.0
Ability to lift at least 10 lbs	1.9	Problem solving skills	2.9
Pass pre-employment medical exam	1.6	Record keeping skills	2.9
Ability to lift at least 50 lbs	1.1	Organization/time mgmt. skills	2.9
Do strenuous, physically demanding work	1.1	Work under pressure	2.9
Ability to lift at least 100 lbs	1.0	Ability to handle crisis situation	2.6
Stand continuously for 2 or more hours	1.0	Supervisory skills	2.3
		Plan/organize the work of others	2.3
		Good DMV driving record	1.7
		Multi-cultural familiarity	1.5
		CPR and first aid techniques	1.4

**EDUCATION**

Most recent hires have taken some college classes but do not have a degree. Some recent hires have a high school education or equivalent.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	60%	33%	7%	0%
Training Substituted for Exp.	0%	0%	53%	47%

Firms requiring experience vary in their preference from one to five years experience depending on the industry.

**COMPUTER SOFTWARE SKILLS SOUGHT**

Word Processing	50%	Spreadsheet	60%
Data Base	50%	Estimating	10%
Desktop Publishing	20%		

CA OCCUPATIONAL GUIDE	N/A		
DOT CODES	183.117-014	Production Superintendent	GOE 05.02.03 STRENGTH L GED R5 M4 L4 SVP 8
	183.167-018	General Supervisor	GOE 05.02.03 STRENGTH L GED R5 M4 L4 SVP 8

**JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS**

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers. OES 531210

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	350	Very Large	Job Growth	30
Separations	47		Growth Rate	9.4%
				Slower than average

**WAGE SUMMARY**

Employee Type	Union			Non-Union		
	Low	Median	High	Low	Median	High
New Hires - No Experience	7.25	7.75	8.25	5.50	6.25	7.00
New Hires - Experienced	7.50	8.00	8.50	7.50	7.00	7.50
Experienced 3 yr. with Firm	8.00	8.75	10.00	8.00	8.60	9.00

**BENEFITS**

Most firms offer full time employees paid vacation, paid sick leave, medical, dental, vision and retirement plans. Many offer life insurance. Many offer part time employees paid vacation and paid sick leave. Some offer dental and vision insurance.

**HOURS**

Full Time	75%	Temporary/On Call	9%
Part Time	16%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is a little difficult to find experienced qualified applicants and inexperienced qualified applicants.

**GENDER**

Female	82%	Male	18%
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**RECRUITMENT**

Most firms use employees' referrals and newspaper ads. Many use in-house promotion or transfer and the Employment Development Department. Some hire unsolicited applicants, use public school or program referrals or private employment agencies.

**MAJOR EMPLOYING INDUSTRIES:**

Schools, Building Maintenance Services

CA OCCUPATIONAL GUIDE	88	JANITORS AND CLEANERS		
DOT CODES	382.664-010	Janitor	GOE 05.12.18 STRENGTH M GED R3 M2 L3 SVP 3	
	381.687-014	Cleaner, Commercial / Institutional	GOE 05.12.18 STRENGTH H GED R1 M1 L1 SVP 2	

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Perform routine, repetitive work	2.8	Willingness to work nights	2.6
Work independently	2.7	Willingness to work weekends	2.3
Work as part of a team	2.6	Willingness to work overtime	2.2
Verbal communication skills	2.3	Willingness to work part time	2.1
Writing skills	1.6	Participate in drug testing	2.0
English grammar and spelling skills	1.4	Willingness to work on-call	1.9
Basic math calculations	1.4	Work temporary or seasonal	1.6
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Do strenuous, physically demanding work	2.7	Attention to detail	2.8
Ability to lift at least 10 lbs	2.6	Organization/time mgmt. skills	2.4
Stand continuously for 2 or more hours	2.4	Problem solving skills	2.4
Ability to lift at least 50 lbs	2.4	Work under pressure	2.3
Pass pre-employment medical exam	2.1	Ability to handle crisis situation	2.2
Ability to lift at least 100 lbs	1.8	Good DMV driving record	1.8
Sit continuously for 2 or more hours	1.0	CPR and first aid techniques	1.7
		Plan/organize the work of others	1.7
		Multi-cultural familiarity	1.6
		Supervisory skills	1.6
		Record keeping skills	1.4

**EDUCATION**

Most recent hires have a high school education or equivalent.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	13%	27%	20%	40%
Training Substituted for Exp.	7%	40%	40%	13%

Firms requiring experience prefer an average of fifteen months experience in this occupation.

**LOAN AND CREDIT CLERKS**

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness, operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customer of acceptance or rejection of credit. Does not include Loan Interviewers. OES 531210

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	28	Small	Job Growth	1
Separations	2		Growth Rate	3.7
				Slower than average

**WAGE SUMMARY**

Employee Type	Low	Median	High
New Hires - No Experience	\$ 5.75	\$ 7.25	\$ 8.75
New Hires - Experienced	\$ 7.50	\$ 9.25	\$ 13.00
Experienced 3 Years with Firm	\$ 8.75	\$ 10.75	\$ 14.50

**BENEFITS**

Most firms offer full time employees paid vacation, paid sick leave, medical and dental insurance. Many offer vision and life insurance. Some offer retirement plans. Many offer part time employees paid vacation and paid sick leave. Some offer medical, dental vision and life insurance and retirement plans.

**HOURS**

Full Time	89%	Temporary/On Call	0%
Part Time	11%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and inexperienced qualified applicants.

**GENDER**

Female	80%	Male	20%
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**RECRUITMENT**

Many firms recruit via newspaper ads and in-house promotion or transfer. Some use employees' referrals, hire unsolicited applicants or use the Employment Development Department.

**MAJOR EMPLOYING INDUSTRIES:**

Real Estate, Savings Institutions, Banks, Title Companies

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
English grammar and spelling skills	2.9	Willingness to work weekends	2.3
Verbal communication skills	2.9	Willingness to work overtime	2.2
Basic math calculations	2.9	Willingness to work nights	1.7
Work as part of a team	2.9	Willingness to work part time	1.7
Work independently	2.8	Willingness to work on-call	1.6
Writing skills	2.7	Work temporary or seasonal	1.5
Perform routine, repetitive work	2.6	Participate in drug testing	1.5
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Sit continuously for 2 or more hours	2.7	Attention to detail	3.0
Ability to lift at least 10 lbs	1.9	Problem solving skills	2.9
Pre-employment medical exam	1.6	Record keeping skills	2.9
Ability to lift at least 50 lbs	1.1	Organization/time mgmt. skills	2.9
Do strenuous, physically demanding work	1.1	Work under pressure	2.9
Ability to lift at least 100 lbs	1.0	Ability to handle crisis situation	2.6
Stand continuously for 2 or more hours	1.0	Supervisory skills	2.3
		Plan/organize the work of others	2.3
		Good DMV driving record	1.7
		Multi-cultural familiarity	1.5
		CPR and first aid techniques	1.4

**EDUCATION**

Most recent hires have a high school degree or equivalent. Some recent hires have taken college classes but do not yet have a degree.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	40%	10%	0%	50%
Training Substituted for Exp.	10%	20%	50%	20%

Firms requiring experience vary in preference from six months to two years in loan/credit clerk and escrow occupations.

**COMPUTER SOFTWARE SKILLS PREFERRED**

Word Processing	29%	Spreadsheet	71%
Data Base	57%	Data Entry	14%
Desktop Publishing	14%		

CA OCCUPATIONAL GUIDE	526	LOAN AND CREDIT CLERKS		
DOT CODES	205.367-022	Credit Clerk	GOE 07.04.01 STRENGTH S GED R4 M3 L4 SVP 4	



**OPTICIANS - DISPENSING AND MEASURING**

Opticians design, measure, fit and adapt lenses and frames for clients according to written optical prescriptions or specifications. They assist clients with selecting frames according to style and color, measure customers for size of eyeglasses, and coordinate frames with facial and eye measurements and optical prescription. In addition, they prepare work orders for optical laboratories containing instructions for grinding and mounting lenses in frames, verify the exactness of finished lens spectacles, adjust frame and lens position to fit clients, and shape or reshape frames. Includes Contact Lens Opticians. OES 325140

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	14	Small	Job Growth	2
Separations	1		Growth Rate	16.7%
				Faster than average

**WAGE SUMMARY**

Employee Type	Low	Median	High
New Hires - No Experience	\$ 5.00	\$ 6.50	\$ 7.00
New Hires - Experienced	\$ 6.00	\$ 6.75	\$ 8.00
Experienced 3 Years with Firm	\$ 8.00	\$ 10.00	\$ 10.00

**BENEFITS**

Most firms offer full time employees paid vacation, paid sick leave, and vision insurance. Some offer retirement plans. Many offer part time employees paid vacation, paid sick leave and vision insurance. Some offer retirement plans.

**HOURS**

Full Time	30%	Temporary/On Call	0%
Part Time	70%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and a little difficult to find inexperienced qualified applicants.

**GENDER**

Female	100%	Male	0%
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**RECRUITMENT**

Most firms use employees' referrals. Many hire unsolicited applicants or recruit via newspaper ads

**MAJOR EMPLOYING INDUSTRIES:**

Optometrist Office

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Verbal communication skills	3.0	Willingness to work part time	2.0
Work independently	3.0	Willingness to work on-call	1.8
Perform routine, repetitive work	3.0	Participate in drug testing	1.8
English grammar and spelling skills	2.8	Willingness to work overtime	1.5
Basic math calculations	2.8	Willingness to work weekends	1.3
Work as part of a team	2.8	Willingness to work nights	1.3
Writing skills	2.8	Work temporary or seasonal	1.0
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 10 lbs	2.0	Record keeping skills	3.0
Sit continuously for 2 or more hours	1.8	Organization/time mgmt. skills	3.0
Stand continuously for 2 or more hours	1.8	Attention to detail	3.0
Pass pre-employment medical exam	1.3	Problem solving skills	2.8
Ability to lift at least 50 lbs	1.0	Work under pressure	2.5
Ability to lift at least 100 lbs	1.0	Ability to handle crisis situation	2.0
Do strenuous, physically demanding work	1.0	Supervisory skills	2.0
		CPR and first aid techniques	1.8
		Multi-cultural familiarity	1.8
		Plan/organize the work of others	1.5
		Good DMV driving record	1.3

**EDUCATION**

Many recent hires have a high school education or equivalent.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	0%	0%	7%	0%
Training Substituted for Exp.	20%	0%	80%	0%

**COMPUTER SOFTWARE SKILLS PREFERRED**

Word Processing	0%	Spreadsheet	75%
Data Base	75%	Quicken	25%
Desktop Publishing	0%		

CA OCCUPATIONAL GUIDE	470	Optometric Technician / Optometric Assistant		
DOT CODES	299.361-010	Optician, Dispensing	GOE 05.10.01 STRENGTH L GED R4 M3 L4 SVP 7	

**PARALEGAL PERSONNEL**

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action. OES 283050

**OCCUPATIONAL FORECAST 1993- 2000**

Size 2000	9	Small	Job Growth	3
Separations	0		Growth Rate	50%
				Much faster than average

**WAGE SUMMARY**

Employee Type	Low	Median	High
New Hires - No Experience	\$ 8.00	\$ 10.50	\$ 12.50
New Hires - Experienced	\$ 9.00	\$ 11.50	\$ 15.00
Experienced 3 Years with Firm	\$ 10.50	\$ 12.50	\$ 15.50

**BENEFITS**

Most firms offer full time employees paid vacation, paid sick leave and medical insurance. Some offer retirement plans. Some offer part time employees paid vacation, paid sick leave medical insurance and retirement plans.

**HOURS**

Full Time	63%	Temporary/On Call	13%
Part Time	25%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and very difficult to find inexperienced qualified applicants.

**GENDER**

Female	88%	Male	13%
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**RECRUITMENT**

Most firms recruit via newspaper ads and employee referrals. Many use the Employment Development Department. Some use private employment agencies, hire unsolicited applicants, public school or program referrals, private school referrals or word of mouth.

**MAJOR EMPLOYING INDUSTRIES:**

Legal Services

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
English grammar and spelling skills	3.0	Willingness to work overtime	2.2
Verbal communication skills	3.0	Willingness to work part time	2.0
Basic math calculations	3.0	Willingness to work nights	1.8
Work as part of a team	3.0	Willingness to work weekends	1.8
Work independently	3.0	Willingness to work on-call	1.4
Writing skills	3.0	Work temporary or seasonal	1.4
Perform routine, repetitive work	2.8	Participate in drug testing	1.0
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Sit continuously for 2 or more hours	2.8	Attention to detail	3.0
Stand continuously for 2 or more hours	1.4	Problem solving skills	3.0
Pass pre-employment medical exam	1.2	Work under pressure	3.0
Ability to lift at least 10 lbs	1.2	Ability to handle crisis situation	2.8
Ability to lift at least 50 lbs	1.0	Organization/time mgmt. skills	2.8
Do strenuous, physically demanding work	1.0	Record keeping skills	2.6
Ability to lift at least 100 lbs	1.0	Supervisory skills	2.4
		Plan/organize the work of others	2.0
		Good DMV driving record	1.4
		Multi-cultural familiarity	1.2
		CPR and first aid techniques	1.0

**EDUCATION**

Many recent hires have taken some college classes but do not yet have a college degree. Some recent hires vary in education level from an associate degree to a bachelor degree.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	33%	67%	0%	0%
Training Substituted for Exp.	0%	0%	100%	0%

Firms requiring experience prefer two years experience in this occupation.

**COMPUTER SOFTWARE SKILLS PREFERRED**

Word Processing	17%	Spreadsheet	100%
Data Base	17%	Time and Billing	33%
Desktop Publishing	0%	Research	33%

CA OCCUPATIONAL GUIDE	464	PARALEGAL PERSONNEL	
DOT CODES	199.267-026	Paralegal	GOE 11.04.02 STRENGTH L GED R5 M2 L5 SVP 7

**PHARMACY TECHNICIAN**

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies. OES 325181

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	15	Small	Job Growth	3
Separations	1		Growth Rate	25%
				Much faster than average

**WAGE SUMMARY**

Employee Type	Low	Median	High
New Hires - No Experience	\$ 6.00	\$ 8.50	\$ 10.50
New Hires - Experienced	\$ 8.00	\$ 9.00	\$ 10.50
Experienced 3 Years with Firm	\$ 8.00	\$ 12.50	\$ 12.00

**BENEFITS**

Most firms offer full time employees paid vacation, and medical insurance. Many offer dental and vision insurance and retirement plans. Some offer life insurance and paid sick leave. Some offer part time employees paid vacation, paid sick leave medical, dental, vision and life insurance and retirement plans.

**HOURS**

Full Time	73%	Temporary/On Call	0%
Part Time	27%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and inexperienced qualified applicants.

**GENDER**

Female	100%	Male	75%
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**RECRUITMENT**

Most firms recruit via newspaper ads. Many use employees' referrals or in-house promotion or transfer. Some hire unsolicited applicants or public school or program referrals.

**MAJOR EMPLOYING INDUSTRIES:**

Pharmacy, Hospital

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Work as part of a team	3.0	Willingness to work part time	2.0
Work independently	2.9	Willingness to work overtime	1.9
Perform routine, repetitive work	2.9	Participate in drug testing	1.9
Verbal communication skills	2.9	Willingness to work weekends	1.7
Basic math calculations	2.7	Willingness to work nights	1.4
English grammar and spelling skills	2.7	Willingness to work on-call	1.0
Writing skills	2.6	Work temporary or seasonal	1.0
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Pass pre-employment medical exam	2.4	Attention to detail	3.0
Stand continuously for 2 or more hours	2.3	Work under pressure	2.9
Ability to lift at least 10 lbs	2.0	Record keeping skills	2.6
Sit continuously for 2 or more hours	1.9	Organization/time mgmt. skills	2.6
Ability to lift at least 50 lbs	1.0	Problem solving skills	2.6
Ability to lift at least 100 lbs	1.0	Ability to handle crisis situation	2.4
Do strenuous, physically demanding work	1.0	Multi-cultural familiarity	1.9
		Supervisory skills	1.6
		Plan/organize the work of others	1.4
		Good DMV driving record	1.4
		CPR and first aid techniques	1.3

**EDUCATION**

Most recent hires have a high school education or equivalent. Some recent hires have taken some college class but do not yet have a degree.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	17%	50%	17%	17%
Training Substituted for Exp.	0%	67%	33%	0%

Firms requiring experience prefer an average of 6 months experience in this occupation

**COMPUTER SOFTWARE SKILLS PREFERRED**

Word Processing	20%	Spreadsheet	60%
Data Base	20%	Pharmacy Computer Skill	20%
Desktop Publishing	0%		%

CA OCCUPATIONAL GUIDE	456	PHARMACY TECHNICIANS (HOSPITAL)		
DOT CODES	074.382-010	Pharmacy Technician	GOE 05.09.01 STRENGTH L GED R3 M3 L3 SVP 3	

**PLUMBERS, PIPEFITTERS, AND STEAMFITTERS**

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems. OES 875020

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	30	Small	Job Growth	5
Separations	5		Growth Rate	7.1%
				Slower than average

**WAGE SUMMARY**

Employee Type	Low	Median	High
New Hires - No Experience	\$ 6.00	\$ 8.50	\$ 16.00
New Hires - Experienced	\$ 8.00	\$ 10.00	\$ 16.00
Experienced 3 Years with Firm	\$ 9.00	\$ 15.00	\$ 18.00

**BENEFITS**

Most firms offer full time employees paid vacation and medical insurance. Many offer dental, vision and life insurance. Some offer paid sick leave.

**HOURS**

Full Time	96%	Temporary/On Call	0%
Part Time	4%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and it is a little difficult to find inexperienced qualified applicants.

**GENDER**

Female	25%	Male	75%
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**RECRUITMENT**

Some firms recruit via newspaper ads, use the Employment Development Department, employees' referrals, in-house promotion or transfer or hire unsolicited applicants..

**MAJOR EMPLOYING INDUSTRIES:**

Construction and Plumbing

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Work as part of a team/independently	2.8	Willingness to work overtime	2.5
Work independently	2.5	Willingness to work part time	2.0
Verbal communication skills	2.5	Participate in drug testing	2.0
English grammar and spelling skills	2.3	Willingness to work on-call	1.8
Basic math calculations	2.3	Willingness to work weekends	1.8
Writing skills	2.0	Work temporary or seasonal	1.6
Perform routine, repetitive work	1.8	Willingness to work nights	1.3
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 10 lbs	2.5	Attention to detail	2.8
Ability to lift at least 100 lbs	2.5	Problem solving skills	2.7
Do strenuous, physically demanding work	2.5	Good DMV driving record	2.7
Ability to lift at least 50 lbs	2.3	Organization/time mgmt. skills	2.5
Stand continuously for 2 or more hours	1.8	Work under pressure	2.3
Pass pre-employment medical exam	1.7	Ability to handle crisis situation	2.3
Sit continuously for 2 or more hours	1.3	CPR and first aid techniques	2.0
		Supervisory skills	1.8
		Record keeping skills	1.8
		Plan/organize the work of others	1.6
		Multi-cultural familiarity	1.5

**EDUCATION**

Many recent hires have a high school education or equivalent.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	11%	56%	33%	0%
Training Substituted for Exp.	0%	22%	67%	11%

Firms requiring experience prefer an average of six months to three years experience.

CA OCCUPATIONAL GUIDE	173	PLUMBER	
DOT CODES	862.381-030	Plumber	GOE: 05.05.03 STRENGTH: H GED: R4 M3 L3 SVP: 7
	862.281-022	Pipefitter	GOE: 05.05.03 STRENGTH: H GED: R4 M3 L3 SVP: 7

**REGISTERED NURSES**

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	357	Very Large	Job Growth	60
Separations	30		Growth Rate	20.2%
				Much faster than average

**WAGE SUMMARY**

Employee Type	Low	Median	High
New Hires - No Experience	\$ 11.00	\$ 15.00	\$ 16.75
New Hires - Experienced	\$12.25	\$ 15.75	\$ 19.00
Experienced 3 Years with Firm	\$ 13.25	\$ 17.00	\$ 22.50

**BENEFITS**

Most firms offer full time employees paid vacation, paid sick leave, medical, dental, vision and life insurance, and retirement plans. Many offer part time employees paid vacation and paid sick leave. Some offer medical, dental, vision and life insurance and retirement plans.

**HOURS**

Full Time	51%	Temporary/On Call	25%
Part Time	24%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and it is a little difficult to find inexperienced qualified applicants.

**GENDER**

Female	92%	Male	8%
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**RECRUITMENT**

Most firms recruit via newspaper ads and in-house promotion or transfer. Many use employee referrals. Some hire unsolicited applicants or use public school or program referrals, private school referrals or the Employment Development Department.

**MAJOR EMPLOYING INDUSTRIES:**

Hospitals, Clinics, Doctors Office

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Writing skills	3.0	Willingness to work overtime	2.4
Verbal communication skills	3.0	Willingness to work weekends	2.3
Work as part of a team	3.0	Willingness to work part time	2.1
Work independently	2.9	Willingness to work on-call	1.9
English grammar and spelling skills	2.9	Participate in drug testing	1.9
Basic math calculations	2.9	Willingness to work nights	1.8
Perform routine, repetitive work	2.7	Work temporary or seasonal	1.3
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Pass pre-employment medical exam	2.5	Record keeping skills	3.0
Ability to lift at least 10 lbs	2.5	Organization/time mgmt. skills	3.0
Stand continuously for 2 or more hours	2.3	Ability to handle crisis situation	3.0
Ability to lift at least 50 lbs	1.9	CPR and first aid techniques	2.9
Do strenuous, physically demanding work	1.7	Attention to detail	2.9
Sit continuously for 2 or more hours	1.6	Problem solving skills	2.9
Pass Ability to lift at least 100 lbs	1.5	Work under pressure	2.9
		Plan/organize the work of others	2.7
		Supervisory skills	2.6
		Multi-cultural familiarity	2.4
		Good DMV driving record	1.6

**EDUCATION**

Many recent hires have an associate degree or a bachelor degree.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	43%	31%	13%	13%
Training Substituted for Exp.	6%	6%	69%	19%

Firms requiring experience prefer an average of fifteen months experience in this occupation.

**COMPUTER SOFTWARE SKILLS PREFERRED**

Word Processing	0%	Spreadsheet	50%
Data Base	17%	Medical Software	16%
Desktop Publishing	0%	Menu Driven Data Entry	17%

CA OCCUPATIONAL GUIDE	29	REGISTERED NURSES AND NURSE PRACTITIONERS		
DOT CODES	075.374-014	Nurse, Office	GOE 10.02.01 STRENGTH L GED R5 M3 L5 SVP 7	
	075.364-010	Nurse, General Duty	GOE 10.02.01 STRENGTH L GED R5 M4 L5 SVP 7	

**STOCK CLERKS - SALES FLOOR**

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise. OES 490210

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	293	Small	Job Growth	42
Separations	42		Growth Rate	16.7%
				Faster than average

**WAGE SUMMARY**

Employee Type	Union			Non-Union		
	Low	Median	High	Low	Median	High
New Hires - No Experience	6.75	6.75	6.75	4.50	5.00	8.00
New Hires - Experienced	8.75	8.75	8.75	5.00	6.00	10.25
Experienced 3 yr. with Firm	15.75	15.75	15.75	6.50	7.75	15.25

**BENEFITS**

Most firms offer full time employees paid vacation, paid sick leave, medical, dental, vision and life insurance and retirement plans. Many offer part time employees paid vacation and paid sick leave. Some offer medical, dental, vision and life insurance and retirement plans.

**HOURS**

Full Time	66%	Temporary/On Call	0%
Part Time	34%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and it is a little difficult to find inexperienced qualified applicants.

**GENDER**

Female	62%	Male	38%
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**RECRUITMENT**

Most firms use employees referrals, hire unsolicited applicants or use in-house promotion or transfer. Some recruit via newspaper ads, use public school or program referrals or the Employment Development Department

**MAJOR EMPLOYING INDUSTRIES:**

Grocery Stores, General Merchandise Stores

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Work independently	3.0	Willingness to work weekends	2.9
Work as part of a team	3.0	Willingness to work part time	2.6
Perform routine, repetitive work	2.9	Participate in drug testing	2.5
Basic math calculations	2.9	Willingness to work nights	2.5
English grammar and spelling skills	2.8	Willingness to work on-call	2.2
Verbal communication skills	2.6	Work temporary or seasonal	1.8
Writing skills	2.5	Willingness to work overtime	1.7
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Stand continuously for 2 or more hours	2.9	Attention to detail	2.9
Ability to lift at least 10 lbs	2.9	Problem solving skills	2.6
Pass pre-employment medical exam	2.3	Ability to handle crisis situation	2.6
Ability to lift at least 50 lbs	2.1	Work under pressure	2.5
Do strenuous, physically demanding work	1.9	Organization/time mgmt. skills	2.2
Sit continuously for 2 or more hours	1.4	Record keeping skills	2.1
Ability to lift at least 100 lbs	1.3	Supervisory skills	1.9
		Multi-cultural familiarity	1.7
		Plan/organize the work of others	1.6
		CPR and first aid techniques Good	1.5
		DMV driving record	1.5

**EDUCATION**

Most recent hires have high school education or equivalent.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	0%	27%	46%	27%
Training Substituted for Exp.	20%	33%	47%	0%

Firms requiring experience prefer an average of six months to one year experience in a sales\clerk related occupation.

CA OCCUPATIONAL GUIDE	74	STOCK CLERKS		
DOT CODES	299.367-014	Stock Clerk	GOE 05.09.01 STRENGTH H GED R3 M2 L2 SVP 4	
	299.677-014	Sales Attendant, Building Materials	GOE 09.04.02 STRENGTH H GED R2 M2 L2 SVP 3	

**STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD**

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking. OES 580230

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	120	Large	Job Growth	9
Separations	18		Growth Rate	8.1%
				Slower than average

**WAGE SUMMARY**

Employee Type	Union			Non-Union		
	Low	Median	High	Low	Median	High
New Hires - No Experience	7.75	8.25	8.50	5.00	6.00	11.00
New Hires - Experienced	7.75	8.25	8.50	6.00	7.50	12.00
Experienced 3 yr. with Firm	9.00	9.50	10.00	7.00	8.00	15.25

**BENEFITS**

Most firms offer full time employees paid vacation, paid sick leave, medical, dental and life insurance and retirement plans. Many offer vision insurance.

**HOURS**

Full Time	76%	Temporary/On Call	1%
Part Time	23%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and it is a little difficult find inexperienced qualified applicants.

**GENDER**

Female	35%	Male	65%
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**RECRUITMENT**

Most firms recruit via newspaper ads, use employees' referrals, or in-house promotion or transfer. Some hire unsolicited applicants, use public school or program referrals or the Employment Development Department

**MAJOR EMPLOYING INDUSTRIES:**

General Merchandise Stores, Grocery Stores, Lumber

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Verbal communication skills	2.9	Willingness to work overtime	2.4
Work as part of a team	2.9	Willingness to work weekends	2.3
Perform routine, repetitive work	2.8	Willingness to work part time	2.0
Work independently	2.8	Participate in drug testing	2.0
Basic math calculations	2.6	Willingness to work on-call	1.8
Writing skills	2.6	Willingness to work nights	1.5
English grammar and spelling skills	2.5	Work temporary or seasonal	1.4
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 10 lbs	2.8	Attention to detail	2.8
Ability to lift at least 50 lbs	2.7	Work under pressure	2.7
Stand continuously for 2 or more hours	2.6	Problem solving skills	2.5
Do strenuous, physically demanding work	2.1	Record keeping skills	2.5
Ability to lift at least 100 lbs	2.0	Good DMV driving record	2.5
Pass pre-employment medical exam	1.9	Organization/time mgmt. skills	2.4
Sit continuously for 2 or more hours	1.6	Ability to handle crisis situation	2.3
		Supervisory skills	1.8
		Plan/organize the work of others	1.7
		Multi-cultural familiarity	1.6
		CPR and first aid techniques	1.5

**EDUCATION**

Most recent hires have a high school education or equivalent.

**EDUCATION**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	0%	40%	33%	27%
Training Substituted for Exp.	20%	33%	47%	0%

Firms requiring experience prefer an average of six months to one year in this occupation.

**COMPUTER SOFTWARE SKILLS PREFERRED**

Word Processing	38%	Spreadsheet	25%
Data Base	38%	Triad	13%
DDMS System	12%	Point of Sale	13%

CA OCCUPATIONAL GUIDE	74	STOCK CLERKS	
DOT CODES	222.387-026	Inventory Clerk	GOE 05.09.01 STRENGTH M GED R3 M3 L3 SVP 4
	222.387-034	Material Clerk	GOE 05.09.03 STRENGTH L GED R3 M3 L3 SVP 5

**SUBSTANCE ABUSE COUNSELOR**

Counsels and aids individuals and families requiring assistance dealing with substance abuse problems, such as alcohol or drug abuse. Interviews clients, reviews records, and confers with other professionals to evaluate condition of client. Formulates program for treatment and rehabilitation of client. Counsels clients individually and in group sessions. Counsels family members to assist family in dealing with and providing support for client. Refers client to other support services as needed. Monitors condition of client to evaluate success of therapy, and adapts treatment as needed. Prepares and maintains reports and case histories. May formulate and conduct programs to promote prevention of alcohol and drug abuse. May prepare documents for presentation in court. OES Code N/A

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	N/A	N/A	Job Growth	N/A
Separations	N/A		Growth Rate	N/A

**WAGE SUMMARY**

Employee Type	Low	Median	High
New Hires - No Experience	N/A	N/A	N/A
New Hires - Experienced	\$ 8.00	\$ 8.25	\$10.75
Experienced 3 Years with Firm	\$ 9.50	\$10.25	\$13.00

**BENEFITS**

Most firms offer full time employees paid vacation. Some offer paid sick leave, medical, dental, vision and life insurance and retirement plans. Some offer part time employees paid vacation, paid sick leave, medical, dental, vision and life insurance and retirement plans.

**HOURS**

Full Time	68%	Temporary/On Call	18%
Part Time	14%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and inexperienced qualified applicants.

**GENDER**

Female	59%	Male	41%
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**RECRUITMENT**

Many firms recruit via newspaper ads and the Employment Development Department. Some use in-house promotion or transfer, employees' referrals, or public school or program referrals.

**MAJOR EMPLOYING INDUSTRIES:**

Rehabilitation Facilities, Clinics

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Verbal communication skills	3.0	Willingness to work nights	2.5
Work independently	3.0	Willingness to work weekends	2.0
Work as part of a team	3.0	Willingness to work part time	2.0
Perform routine, repetitive work	2.5	Participate in drug testing	1.5
Basic math calculations	2.5	Willingness to work on-call	1.0
Writing skills	2.5	Work temporary or seasonal	1.0
English grammar and spelling skills	2.5	Willingness to work overtime	1.0
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 10 lbs	2.5	Ability to handle crisis situation	3.0
Pass pre-employment medical exam	2.0	Work under pressure	3.0
Ability to lift at least 50 lbs	1.5	Problem solving skills	3.0
Sit continuously for 2 or more hours	1.5	Good DMV driving record	3.0
Do strenuous, physically demanding work	1.5	CPR and first aid techniques	2.5
Stand continuously for 2 or more hours	1.5	Plan/organize the work of others	2.5
Ability to lift at least 100 lbs	1.0	Supervisory skills	2.5
		Attention to detail	2.5
		Organization/time mgmt. skills	2.5
		Record keeping skills	2.5
		Multi-cultural familiarity	2.5

**EDUCATION**

Education of recent hires varies from an associate degree to a bachelors degree.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	67%	33%	0%	0%
Training Substituted for Exp.	0%	0%	67%	33%

Firms requiring experience prefer one to two years experience in counseling occupations.

**COMPUTER SOFTWARE SKILLS PREFERRED**

Word Processing	33%	Spreadsheet	33%
Data Base	0%	Data Entry	0
Desktop Publishing	0%		

CA OCCUPATIONAL GUIDE	N/A			
DOT CODES	045.107-058	Substance Abuse Counselor	GOE 10.01.02 STRENGTH S	GED R5 M3 L5 SVP 8



**TEACHERS - SPECIAL EDUCATION**

Special Education Teachers teach elementary and secondary school subjects to educationally and physically challenged students. Includes teachers who specialize and work with audibly and visually challenged students and those who teach basic academic and life processes skills to the mentally challenged.  
OES 313110

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	172	Large	Job Growth	56
Separations	9		Growth Rate	48.3%
				Much faster than average

**WAGE SUMMARY**

Employee Type	Union			Non-Union		
	Low	Median	High	Low	Median	High
New Hires - No Experience	10.00	12.75	14.50	9.00	10.00	16.00
New Hires - Experienced	11.25	13.50	16.00	12.00	15.00	17.50
Experienced 3 yr. with Firm	14.25	15.00	17.75	18.00	20.00	24.75

**BENEFITS**

Most firms offer full time employees paid sick leave, medical, dental and vision insurance and retirement plans. Many offer life insurance. Some offer paid vacation. Some offer part time employees paid vacation, paid sick leave, medical, dental, vision and life insurance and retirement plans.

**HOURS**

Full Time	75%	Temporary/On Call	2%
Part Time	23%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and inexperienced qualified applicants.

**GENDER**

Female	77%	Male	23%
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**RECRUITMENT**

Most firms recruit via newspaper ads or public school or program referrals. Many hire unsolicited applicants in-house promotion or transfer.. Some use private school referrals or employees'

**MAJOR EMPLOYING INDUSTRIES:**

Schools

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Work independently	3.0	Willingness to work overtime	1.5
Work as part of a team	3.0	Participate in drug testing	1.5
Verbal communication skills	3.0	Willingness to work part time	1.5
English grammar and spelling skills	3.0	Willingness to work nights	1.3
Basic math calculations	3.0	Willingness to work weekends	1.2
Writing skills	3.0	Work temporary or seasonal	1.1
Perform routine, repetitive work	2.4	Willingness to work on-call	1.0
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Stand continuously for 2 or more hours	1.7	Problem solving skills	3.0
Pass pre-employment medical exam	1.6	Organization/time mgmt. skills	2.9
Sit continuously for 2 or more hours	1.5	Attention to detail	2.9
Ability to lift at least 10 lbs	1.4	Ability to handle crisis situation	2.9
Ability to lift at least 50 lbs	1.3	Work under pressure	2.8
Do strenuous, physically demanding work	1.2	Record keeping skills	2.7
Ability to lift at least 100 lbs	1.1	Multi-cultural familiarity	2.5
		Plan/organize the work of others	2.5
		Supervisory skills	2.4
		CPR and first aid techniques Good	2.3
		DMV driving record	1.8

**EDUCATION**

Most recent hires have a masters degree and have completed a California special education credential which is a state requirement for employment. Some recent hires have a bachelors degree.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	27%	37%	27%	9%
Training Substituted for Exp.	0 %	9%	73%	18%

Firms requiring experience prefer an average of fifteen months experience in this occupation.

**COMPUTER SOFTWARE SKILLS PREFERRED**

Word Processing	25%	Spreadsheet	100%
Data Base	50%	Internet	25%
Desktop Publishing	25%		

CA OCCUPATIONAL GUIDE	110	SPECIAL EDUCATION TEACHER	
DOT CODES	099.227-042	Teacher, Resource	GOE 11.02.01 STRENGTH L GED R5 M5 L5 SVP 7
	094.227-022	Teacher, Mentally Impaired	GOE 10.02.03 STRENGTH L GED R5 M4 L5 SVP 7

**VETERINARY TECHNICIANS AND TECHNOLOGISTS**

Veterinary Technicians and Technologists perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. They prepare vaccines and serums for prevention of diseases. They prepare tissue samples, take blood samples, and execute laboratory tests such as urinalysis and blood counts. They clean and sterilize instruments and materials and maintain equipment and machines. OES 329510

**OCCUPATIONAL FORECAST 1993 - 2000**

Size 2000	32	Small	Job Growth	5
Separations	4		Growth Rate	18.5%
				Faster than average

**WAGE SUMMARY**

Employee Type	Low	Median	High
New Hires - No Experience	\$ 5.50	\$ 6.00	\$ 7.00
New Hires - Experienced	\$ 6.00	\$ 7.25	\$ 10.00
Experienced 3 Years with Firm	\$ 7.25	\$ 8.50	\$ 11.00

**BENEFITS**

Most firms offer full time employees paid vacation. Many offer paid sick leave and medical insurance. Some offer retirement plans and dental insurance. Many offer part time employees paid vacation and paid sick leave. Some offer medical and dental insurance and retirement plans.

**HOURS**

Full Time	82%	Temporary/On Call	3%
Part Time	15%	Seasonal	0%

**SUPPLY/DEMAND ASSESSMENT**

Employers reported that it is somewhat difficult to find experienced qualified applicants and inexperienced qualified applicants.

**GENDER**

Female	96%	Male	4%
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**RECRUITMENT**

Most firms recruit via newspaper ads. Many use the employees' referrals or public school or program referrals. Some hire unsolicited applicants or use private school referrals.

**MAJOR EMPLOYING INDUSTRIES:**

Veterinary Hospitals and Offices

**JOB ENTRY SKILLS & QUALIFICATIONS**

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Basic math calculations	3.0	Willingness to work overtime	2.9
Verbal communication skills	3.0	Willingness to work weekends	2.1
Work as part of a team	3.0	Willingness to work part time	2.1
Work independently	2.9	Willingness to work on-call	2.0
Writing skills	2.6	Willingness to work nights	1.6
Perform routine, repetitive work	2.4	Work temporary or seasonal	1.1
English grammar and spelling skills	1.6	Participate in drug testing	1.1
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 10 lbs	3.0	Record keeping skills	3.0
Stand continuously for 2 or more hours	2.6	Attention to detail	3.0
Ability to lift at least 50 lbs	2.4	Organization/time mgmt. skills	2.9
Do strenuous, physically demanding work	1.7	Work under pressure	2.9
Pass pre-employment medical exam	1.7	Ability to handle crisis situation	2.9
Sit continuously for 2 or more hours	1.4	Problem solving skills	2.6
Ability to lift at least 100 lbs	1.3	CPR and first aid techniques	1.9
		Good DMV driving record	1.9
		Supervisory skills	1.6
		Plan/organize the work of others	1.4
		Multi-cultural familiarity	1.1

**EDUCATION**

Most recent hires have a high school education or equivalent or have taken some college classes but have not yet received a degree.

**EXPERIENCE**

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	37%	13%	37%	13%
Training Substituted for Exp.	0%	63%	37%	0%

Firms requiring experience prefer an average of six months to one year experience in an occupation requiring animal handling.

**COMPUTER SOFTWARE SKILLS PREFERRED**

Word Processing	0%	Spreadsheet	75%
Data Base	25%	PSA Software	25%
Desktop Publishing	0%		

CA OCCUPATIONAL GUIDE	402	ANIMAL HEALTH TECHNICIAN	
DOT CODES	079.361-014	Veterinary Technician	GOE 02.03.03 STRENGTH M GED R4 M3 L4 SVP 6

## **CHAPTER 5**

### **INDEX OF OCCUPATIONS**

## INDEX OF OCCUPATIONS STUDIED      1990 - 1995

OCCUPATION	YEAR STUDIED	YEAR STUDIED	OCCUPATION	YEAR STUDIED	YEAR STUDIED
Accountant and Auditors	1992	1995	First Line Supervisors and Manager/Supervisors - Clerical and Administrative Occupations	1993	
Agricultural Sales Worker	1994		First Line Supervisors and Manager/Supervisors - Production and Operating Workers	1993	
Animal Caretakers - Except Farm	1992		First Line Supervisors/ Manager - Construction Trades and Extractive Workers	1994	
Auto Mechanics	1990	1993	First Line Supervisors/Manager of Mechanics, Installers and Repairers	1993	
Automotive Body & Related Repairers	1990	1993	Food Preparation Workers	1991	
Bakers - Bread and Pastry	1992		Food Service Managers	1991	
Bartenders	1991	1995	Gardeners, Groundskeepers	1990	1993
Billing, Cost, and Rate Clerks	1994		General Office Clerks	1990	1993
Bookkeeping, Accounting, Auditing Clerks	1990	1993	Guards and Watch Guards	1993	
Bus and Truck Mechanics and Diesel Engine Specialist	1994		Hairdressers, Hairstylists, and Cosmetologists	1992	
Butchers and Meat Cutters	1992	1995	Helpers - Carpenter and Related	1991	
Carpenters	1991	1994	Home Appliance and Power Tool Repairers	1991	
Cashiers	1990	1993	Host, Hostesses - Restaurant, Lounge or Coffee Shop	1992	
Cellar Supervisors	1993		Hotel Desk Clerks	1991	
Childcare Workers	1993		Industrial Production Managers	1995	
Choke Setters	1993		Instructional Aides	1991	1993
Computer Programmers, Including Aides	1993		Insurance Policy Processing Clerks	1992	
Cooks - Restaurant	1990	1994	Janitors and Cleaners	1990	1995
Cooks - Specialty Fast Food	1992		Legal Secretaries	1990	1993
Counter and Rental Clerks	1992		Licensed Vocational Nurses	1990	1993
Dental Assistants	1990	1994	Loan and Credit Clerks	1992	1995
Dental Hygienists	1992	1995	Lodging Managers	1991	
Dietetic Technicians	1995		Log Handling Equipment Operators	1993	
Drafters	1994		Machinery Maintenance Workers	1991	
Drivers/Sales Workers	1991	1995	Machinists	1990	1993
Electrical and Electronic Assemblers	1991		Maids and Housekeeping Cleaners	1991	
Electricians	1991	1994	Maintenance Repairers, General Utility	1991	
Fallers and Buckers	1993		Marketing, Advertising, Public Relations Managers	1993	
Financial Managers	1993		Medical Assistants	1990	1993
Firefighters	1993		Medical Clinical Lab Assistants	1994	
First Line Supervisors and Managers/Supervisors Sales and Related Occupations	1992		Medical Clinical Lab Technicians	1994	
First Line Supervisors - Agricultural, Forestry, Fishing, and Related Occupations	1994		Medical Secretaries	1990	1993

## INDEX OF OCCUPATIONS STUDIED      1990 - 1995

OCCUPATION	YEAR STUDIED	YEAR STUDIED	OCCUPATION	YEAR STUDIED	YEAR STUDIED
Nursery Workers	1991	1994	Social Workers - Medical and Psychiatric	1992	
Nurses Aides	1990	1993	Stock Clerks - Stockroom, Warehouse, Storage Yard	1992	1995
Operating Engineers	1991		Stock Clerks - Sales Floor	1992	1995
Opticians - Dispensing and Measuring	1995		Substance Abuse Counselors	1995	
Order Clerks - Materials, Merchandise, and Service	1992		Survey and Mapping Technicians and Technologists	1992	
Paralegal Personnel	1995		Teachers - Kindergarten	1994	
Patient Insurance Clerks	1992		Teachers - Preschool	1990	1994
Paving, Surfacing, and Tamping Equipment Operators	1991		Teachers - Special Education	1995	
Pharmacy Technicians	1995		Tellers	1990	
Plumbers, Pipefitters, and Steamfitters	1995		Traffic, Shipping and Receiving Clerks	1993	
Police Patrol Officers	1993		Truck Drivers, Heavy or Tractor Trailer	1990	
Purchasing Managers	1994		Truck Drivers, Light - Includes Delivery and Route Workers	1992	
Receptionists and Information Clerks	1992		Typist/Word Processing Machine Operator	1992	
Registered Nurses	1991	1995	Veterinary Technicians and Technologists	1995	
Salespersons, Parts	1990	1993	Welders and Cutters	1991	1994
Salespersons, Retail - Except Vehicle Sales	1990	1993	Welfare Eligibility Workers and Interviewers	1994	
Secretaries, General	1991	1994	Wine Fermenters	1993	
Sheet Metal Workers	1990				
Social Service Technicians	1991				

## **CHAPTER 6**

# **TRAINING DIRECTORY UPDATE**

# TRAINING DIRECTORY

## ADDRESS AND TELEPHONE LISTING

MENDOCINO PRIVATE INDUSTRY COUNCIL

CCOIS/VOCATIONAL TRAINING DIRECTORY UPDATE/1995

NAME OF TRAINING PROVIDER	PUBLIC TRANS.	ADDRESS	CITY	ST	ZIP	PHONE (707)
College of the Redwoods - Mendocino	On campus	1211 Del Mar Drive	Fort Bragg	CA	95437	961-1001
Dominican College Programs	None	P.O. Box 816	Ukiah	CA	95482	463-4801
LINK Career Center	100 yards	154 East Gobbi Street	Ukiah	CA	95482	468-5465
Mendocino Lake Community College	On campus	P.O. Box 3000	Ukiah	CA	95482	468-3070
Mendocino County Office of Education/ROP	Varies	2240 Eastside Road	Ukiah	CA	95482	463-4900
Mendocino ROP	Nearby	300 - A Dana Street	Fort Bragg	CA	95437	964-9000
Ukiah Adult School	None	1056 North Bush Street	Ukiah	CA	95482	463-5217

## TRAINING DIRECTORY SORTED BY PROGRAM

*Mendocino Private Industry Council*

*CCOIS Vocational Training Directory Update/Mendocino/1995*

1. PROGRAM	2. TRAINING PROVIDER	3. BASIC REQUIREMENTS	4. LENGTH	5. COST	6. SERVICES
Accounting Clerk - C:O	LINK Career Center	Basic math/eng. or test equiv.	12 weeks	3,760.00	JP:CS:VA
Administration of Justice - C,D,OT	Mendocino-Lake Community College	Open; possible assessment	1-2 years	Sem 660.00	All
Administrative Assistant- C,D:O	College of the Redwoods, Mendocino Coast	None	1-2 years	123.00	\$:CS:VA:SNS
Agriculture - C,D	Mendocino-Lake Community College	Open; possible assessment	1-2 years	Sem 660.00	All
Alcohol & Other Drug Studies - C,D	Mendocino-Lake Community College	Open; possible assessment	1-2 years	Sem 660.00	All
Automotive Technology - C,D,L,OT	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	Sem 660.00	All
Business Administration - C,D,L	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	Sem 660.00	All
Business Office Technology - C	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	Sem 660.00	All
Business School - C:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	40.00	SNS
CCC - C:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	INA	SNS
Century 21 Principles - C,L	Century 21 Real Estate Academy	18 years old	4-6 weeks	250.00	
Clerk - General Office - C:O	LINK Career Center	Basic math/eng. or test equiv.	14.5 weeks	4,560.00	JP:CS:VA
Computer & Information Sciences - D	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	Sem 660.00	All
Computer Operator - C:O	Mendocino ROP	None	6 mon - 1 year	40.00	
Computers:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	INA	SNS
Customer Service - C:O	LINK Career Center	Basic math/eng. or test equiv.	7 weeks	2,160.00	JP:CS:VA
Data Entry Clerk - C:O	LINK Career Center	Basic math/eng. or test equiv.	8.5 weeks	2,640.00	JP:CS:VA
Dominican Off-Campus Cred.- OT	Dominican College Programs	Bachelors Degree; passage of CBEST	1 year	11,600.00	\$:JP
Drafting - Industrial -C :O	Mendocino ROP	None	6 mon - 1 year	10.00	
Early Childhood Education - C,D:O	College of the Redwoods, Mendocino Coast	Psychological well-being	4+ years	123.00	\$:CS:VA:SNS
Electronics & Electric Technology - C,D	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	Sem 660.00	All
Electronics - C:O	Mendocino ROP	None	6 mon-1 year	30.00	

### EXPLANATORY NOTES FOR EACH COLUMN

COLUMN 1:	COLUMN 2:	COLUMN 3:	COLUMN 4:	COLUMN 5:	COLUMN 6:
<p>List of programs offered and what is received upon completion. In some cases the names have been slightly modified to accommodate the order of programs.</p> <p>C - Certificate D - Degree DI - Diploma L - License OT - Other (see Provider)</p> <p>O - Open Entry/Exit</p>	<p>Alphabetical listing of the various training providers. Comparisons between schools is difficult as they often serve different clientele and have different goals.</p>	<p>Lists only the most basic requirements of an individual training provider for entrance into the program. If the reader requires more detailed information they are encouraged to contact the training provider directly.</p>	<p>Lists the approximate length of time to complete the program.</p>	<p>Usually lists the total tuition and not the cost of supplies.</p> <p>CR: Classroom HS: Homestudy  Sem: Semester</p>	<p>Financial Aide Assistance Child Care Job Placement Counseling Services Vocational Assessment Special Needs Services</p> <p>\$: CC: JP:  CS: VA: SNS:</p>



## TRAINING DIRECTORY SORTED BY PROGRAM

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1. PROGRAM	2. TRAINING PROVIDER	3. BASIC REQUIREMENTS	4. LENGTH	5. COST	6. SERVICES
Emergency Medical Technician - C,O	Mendocino County Office of Educat./ROP	16 years old or older	16 weeks	60.00	SNS
Family Relations/Child Development - C,D,L	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	Sem 660.00	All
Fine Woodworking - C	College of the Redwoods, Mendocino Coast	CT 21 "C" or better or equivalent; evidence of recent	1-2 years	180-2286.00	\$.CS:VA:SNS
Fire Science - C	Mendocino County Office of Educat./ROP	16 years old or older	Varies	INA	SNS
General Business - D:O	College of the Redwoods, Mendocino Coast	None	2 years	123.00	\$.CS:VA:SNS
Graphic Communications - C:O	College of the Redwoods, Mendocino Coast	None	1-2 years	123.00	\$.CS:VA:SNS
Hospital Health Occupations - C	Mendocino County Office of Educat./ROP	16 years old or older	9 weeks	40.00	SNS
Inventory/Warehouse Clerk- C:O	LINK Career Center	Basic math/eng. or test equiv.	11 weeks	3,440.00	JP:CS:VA
Licensed Vocational Nursing - C,L	College of the Redwoods, Mendocino Coast	GED;C or better in Eng. 350, Math 371; HO 110 <b>or</b>	3 semesters	700-1,000.00	\$.CS:VA:SNS
LVN to RN Bridge Program - C,L	College of the Redwoods, Mendocino Coast	LVN license or interim permit; good health	2 semesters	615.00	\$.CS:VA:SNS
Marine Science Technology - C,D:O	College of the Redwoods, Mendocino Coast	Reasonable physical health	2 years	840.00	\$.CS:VA:SNS
Medical Assistant (Front Office)- C:O	LINK Career Center	Basic math/eng. or test equiv.	12.5 weeks	4,140.00	JP:CS:VA
Medical Office Business Skills - C:O	College of the Redwoods, Mendocino Coast	None	1-2 years	123.00	\$.CS:VA:SNS
Natural History - C:O	College of the Redwoods, Mendocino Coast	None	1-2 years	123.00	\$.CS:VA:SNS
Office Occupations - C:O	Mendocino ROP	None	6 mon - 1 year	20.00	
Video Productions - C:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	50.00	SNS
Vocational Nursing Program - D,L	Ukiah Adult School	18yrs old; GED	54 weeks	850.00	CS
Welding - C:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	30.00	SNS

### EXPLANATORY NOTES FOR EACH COLUMN

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## TRAINING DIRECTORY

### SORTED BY TRAINING PROVIDER

Mendocino Private Industry Council

CCOIS Vocational Training Directory Update/Mendocino/1995

1. PROGRAM	2. TRAINING PROVIDER	3. BASIC REQUIREMENTS	4. LENGTH	5. COST	6. SERVICES
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Early Childhood Education - C,D:O	College of the Redwoods, Mendocino Coast	Psychological well-being	4+ years	123.00	\$:CS:VA:SNS
Fine Woodworking - C	College of the Redwoods, Mendocino Coast	CT 21 "C" or better or equivalent; evidence of recent	1-2 years	180-2286.00	\$:CS:VA:SNS
General Business - D:O	College of the Redwoods, Mendocino Coast	None	2 years	123.00	\$:CS:VA:SNS
Administrative Assistant- C,D:O	College of the Redwoods, Mendocino Coast	None	1-2 years	123.00	\$:CS:VA:SNS
Graphic Communications - C:O	College of the Redwoods, Mendocino Coast	None	1-2 years	123.00	\$:CS:VA:SNS
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Dominican Off-Campus Cred.- OT	Dominican College Programs	Bachelors Degree; passage of CBEST	1 year	11,600.00	\$:JP
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CCC - C:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	INA	SNS
Computers:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	INA	SNS

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Business Administration - C,D,L	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	Sem 660.00	All
Computer & Information Sciences - D	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	Sem 660.00	All
Electronics & Electric Technology - C,D	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	Sem 660.00	All
Family Relations/Child Development - C,D,L	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	Sem 660.00	All
Business Office Technology - C	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	Sem 660.00	All
Electronics - C:O	Mendocino ROP	None	6 mon - 1 year	30.00	
Computer Operator - C:O	Mendocino ROP	None	6 mon - 1 year	40.00	
Drafting - Industrial - C:O	Mendocino ROP	None	6 mon - 1 year	10.00	
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